CONCORDIA UNIVERSITY

MINUTES OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS

Held on Wednesday, January 17, 2001, immediately following the Closed Session, in Room GM 407-1, SGW Campus

Attendance

Present: Ms. Barbara Barclay, Ms. Joanne Beaudoin, Mr. Alain Benedetti, Dr. William Byers, Mr. Charles G. Cavell, Dr. June Chaikelson, Mr. Mario Ciaramicoli, Mrs. Marianne Donaldson, Mr. Brian Edwards, Dr. Terrill Fancott, Mr. Rob Green, Mr. George Hanna, Mr. Peter Howlett, Mr. Peter Kruyt, Dr. Christine Jourdan, Ms. Christine Lengvari, Dr. Frederick Lowy, *Rector and Vice-Chancellor*, Mrs. Hazel Mah, Sister Eileen McIlwaine Ph.D., Mr. John Parisella, *Vice-Chairman,* Mr. Richard Renaud, *Vice-Chairman*, Mrs. Miriam Roland, Mr. Rabih Sebaaly, Ms. Sabrina Stea, Mr. Ivan Velan

Officers of the University: Prof. Marcel Danis, Mr. Michael Di Grappa, Mr. Larry English, Dr. Jack Lightstone

Observer: Me Pierre Frégeau

Absent: Mrs. Lillian Vineberg, *Chairwoman,* Dr. Steven Appelbaum, Mr. Alex Carpini, Me Rita de Santis, Ms. Nicole Fauré, Mr. Leo Goldfarb, Mr. Ned Goodman, Mr. Paul Kefalas, Mr. Ronald Lawless, Dr. Loren Lerner, Mr. Eric Molson, *Chancellor*, Mr. Alex G. Potter, Ms. Nisha Sajnani, Mrs. Marianna Simeone, Mr. Jonathan Wener

Guest: Me Bram Freedman (Assistant Secretary-General and General Counsel)

DOCUMENTS CONSIDERED AND ATTACHED TO THESE MINUTES

BG-2001-1-D1 Proposal to revise the 1987 sundry fees resolution
BG-2001-1-D2 Background to the revised Rules and Procedures for Senior Administrative Appointments
BG-2000-1-D3 Rules and Procedures for Senior Administrative Appointments
BG-2000-10-D5 Senate resolutions for the attention of the Board of Governors regarding the recommendations of the Task Force to review the 1994 Rules and Procedures for Advisory Search Committees
BG-2001-1-D4 Report of the Rector to the Board of Governors
BG-2001-1-D4.1 Report of the Provost and Vice-Rector, Research
BG-2001-1-D5 Report of the Vice-Rector, Services to the Board of Governors

BG-2001-1-D6 Letter dated December 18, 2000 addressed to the members of the Board of Governors by CUFA President Lucie Lequin

1. Call to Order

The Open Session was called to order at 8:10 a.m.

1.1 Chair's remarks

The Chair waived his remarks.

1.2 Approval of the Agenda

The agenda was approved as submitted.

1.3 Approval of the Minutes of the Open Session of the previous meeting (December 13, 2000)

Upon motion duly moved and seconded (Lengvari, McIlwaine), it was unanimously RESOLVED:

R2001-2 *THAT the Minutes of the Open Session of the previous regular meeting of the Board, held on December 13, 2000, be approved.*

2. Business arising from the Minutes

There was no business arising from the minutes.

3. Presentation

Mr. Renaud, Chairman of the University Advancement Committee, made a presentation on the Concordia building fund campaign.

Mr. Renaud stated that the benefits of the campaign were to provide 26,000 students with conditions favorable to learning and personal growth, to rationalize the number and diversity of facilities and ensure Concordia's continued growth as a leading English-language university in Montreal.

The Concordia Space Plan was approved in April 2000, at an estimated cost of $350 million. The objective of Phase I of the building fund campaign is to raise $200 million, of which approximately half that amount would come from provincial and federal grants, the other from the University community, individuals, businesses and foundations. Mr. Renaud then unveiled each Faculty's specific goal and the name of its

co-chairs. He added that the Donor Recognition Programs gives the opportunity to donors to associate themselves or their company name to Concordia's facilities, schools and academic departments.

In closing, Mr. Renaud mentioned that the Concordia University Foundation is vested with the responsibility of managing the fund raising programs. At the end of May 2000, the University Foundation had a total of $95 million in pledges and in cash.

Governors expressed their appreciation to Mr. Renaud for the presentation as well as his devotion to Concordia's fund raising efforts.

4. Approval of the revised delegation of authority to approve sundry fees

Dr. Lowy specified that a current itemized list was being presented to replace the one adopted by the Board in 1987.

Upon motion duly moved and seconded (Lowy, Howlett), it was unanimously RESOLVED:

R2001-3 *WHEREAS the Concordia University By-Laws state that the Board of Governors is responsible for setting student fees of all kinds; and*

WHEREAS it is deemed advisable to delegate, to the Rector's Cabinet, the setting of certain fees;

BE IT RESOLVED:

THAT the Rector report annually to the Board of Governors, on behalf of the Rector's Cabinet, on fees revised or established by the Rector's Cabinet;

THAT the present resolution supersede Resolution R87-62, the so-called "Sundry Fees Resolution", which was adopted by the Board of Governors on September 17, 1987; and

THAT the approval of fees be governed hereinafter according to the following specifications:

1. *The approval of the Board of Governors shall be required to establish and modify base tuition fees and tuition premiums for MEQ-funded programs; tuition fees for non-government funded programs; and all other fees charged to students with the exception of fees identified in paragraphs 2 and 3 of this resolution;*

2. *THAT the Rector's Cabinet, on the recommendation of the Provost and Vice-Rector, Research, be authorized to set the level of sundry fees arising from enrolment in a course or program, as follows:*

All fees related to "not for credit" courses, including Continuing Education Fees
Cooperative Education Fee
Diploma in Accountancy Course Surcharge
Off-Campus Centre Charge
Registration Fee
Residential Laboratory Fee (Applied Human Sciences); and
Surcharge on Private Studies Music Courses

3. *THAT the Rector's Cabinet, on the recommendation of the Vice-Rector, Services, be authorized to set the level of sundry fees arising from provision of goods or services, as follows:*

Acknowledgement of Payment
Admission Deferral Fee (Graduate)
Application Fee (Undergraduate & Graduate)
Authorization to Register (Independent Students)
Confirmation Fee, Undergraduate (non-refundable deposit)
Confirmation Fee, Graduate (non-refundable deposit)
Computer Account (Paper Fee)
Degree (mailing of degree)
Degree (certification of copy)
Degree (replacement)
Degree Transfer Application
Fax Fee
Graduation Fee
- *Bachelor's Degree*
- *Graduate Diploma*
- *Master's Degree, non-thesis*
- *Master's with thesis*
- *Ph.D. Degree*

Handling Charge on a Returned Cheque
Late Application to Graduate
Late Registration Fee
Late Completion Fee
Letter of Attestation
Letter of Financial Standing
Locker Fees
Off-Campus Examination
Replacement of Identification Card

Re-evaluation Fee
Request for Deferred or MED notation
Residence Rent
Re-submission of doctoral thesis
Re-submission of master's thesis
Special Examination Fee (CELDT)
Student Orientation Fee
Student Record (copy of)
Supplemental Examination (plus Invigilation Fee when applicable)
Transcript Fax Fee
Transcript of Academic Record
Tuition Receipt for educational tax credit (duplicate)
Universal Identification Card
University Calendar (replacement)

5. Approval of the recommendations of the Task Force to review the 1994 Rules and Procedures for Advisory Search Committees

Dr. Lowy explained that the Task Force, chaired by Sister McIlwaine, had presented its report to the Board of Governors at its meeting of May 2000, at which time it was agreed that the report be forwarded to Faculty Councils, the Council of the School of Graduate Studies, student associations and Senate for their input. Following this exercise, specific recommendations have emerged from Senate regarding the recommendations, as set out in document BG-2000-10-D5.

It was generally felt, said Dr. Lowy, that the current process had been adopted in 1994 in reaction to dissatisfaction with the previous process, resulting in an automatic search even when the incumbent would most likely be reappointed. Therefore, the setting up of an evaluation committee to review the work of the unit as well as the incumbent's leadership is being recommended when the incumbent is seeking a second-term. Further, consecutive terms should be limited to two while allowing for short term extensions of up to one year, when necessary.

Sister McIlwaine indicated that her remarks were procedural rather than substantive. She was surprised to receive a new document, even though it probably contained 95% of the wording submitted in the Task Force report. The report had been tabled so that it be sent to Senate for consultation on certain issues raised at the Board meeting. She did not recall that a mandate had been given by the Board for changes to be brought to it. Senate's recommendations had been presented in December but not discussed and consequently the Board had not taken a position on those recommendations. Further, some proposed changes in the new document were not included in Senate's recommendations. The presentation of the new document presumed that the Board had

rejected the Task Force report, and Sister McIlwaine was uncomfortable with being asked to vote on this document under those circumstances.

Me Freedman, who had been responsible for modifying the Task Force's proposed rules based on the input received from Senate, explained that he had done so because, in his view, this was the most efficient way to incorporate Senate's comments into the Task Force report, considering the timing issue, reminding the Board that three decanal terms were ending in 2002. Sister McIlwaine commented that this could have been achieved by presenting Senate's comments as amendments to the Task Force report.

Dr. Chaikelson inquired if Senate had recommended that the new rules no longer apply to the Directors of Libraries, to which Dr. Lightstone responded no. Dr. Byers mentioned that the document put before the Board was a fair representation of Senate's discussion, except for the removal of the Director of Libraries.

Sister McIlwaine recalled the University's tradition to have search procedures for the Director of Libraries, even prior to the 1994 rules. A discussion ensued, following which it was agreed that the new rules be approved, subject to adding the Director of Libraries as one of the positions covered by the new rules.

Regarding the proposal to set up a Task Force to propose permanent evaluation procedures, Ms. Beaudoin pointed out the absence of a representative of staff on that Task Force. No one objected that a staff representative be added to the Task Force.

Upon motion duly moved and seconded (Lowy, Barclay), it was RESOLVED, with one abstention:

R2001-4 *WHEREAS the Board of Governors Task Force to Review the 1994 Rules and Procedures for Advisory Search Committees tabled its report (the "report") in May 2000 (BG-2000-5-D24 and BG-2000-5-D25);*

WHEREAS the Board of Governors sought Senate's input on the proposals contained in the report;

WHEREAS a University-wide request for comments was done and a summary of the comments received was distributed to Senate for discussion at its November and December 2000 meetings;

WHEREAS, at its December 2000 meeting, Senate adopted several resolutions concerning the report which were forwarded to the Board for its consideration;

WHEREAS as a result of the input received and the resolutions of Senate, some minor modifications to the report's proposals are being proposed;

BE IT RESOLVED:

THAT the 1994 Rules and Procedures for Advisory Search Committees are hereby repealed; and

THAT the Rules and Procedures for Senior Administrative Appointments (BG-2001-1-D3) are hereby adopted, with the addition of the recommendation concerning the Director of Libraries as contained in the report; and

THAT the Chairwoman of the Board is hereby authorized to name a four person Task Force (composed of one Governor, one Senator, one student and one staff member) to propose permanent evaluation procedures for incumbent senior administrators and that this Task Force submit its report no later than September 2001.

6. Report of the Rector

A copy of the Rector's report had been forwarded in advance to all Governors. Dr. Lowy reiterated his message concerning the Middle East Tensions at Concordia, a copy of which was attached to his report.

7. Reports of the Vice-Rectors

7.1 Provost and Vice-Rector, Research

Dr. Lightstone gave the highlights of his written report that had been handed out at the meeting.

Dr. Jourdan applauded the University's efforts to increase the graduation rate but also expressed concerns that this would be achieved at the expense of the quality of the programs. Dr. Lowy assured Dr. Jourdan that any such increase would not be realized by lowering the University's standards.

7.2 Vice-Rector, Services

Mr. Di Grappa had no comment to add to his report, except that as of January 9 admission was up in all four faculties.

7.3 Vice-Rector, Institutional Relations, and Secretary-General

Prof. Danis was pleased to announce the following three administrative appointments: Dr. Dennis Murphy (Executive Director, Communications), Ms. Maria Paradiso

(Director, Academic Relations) and Dr. Hal Proppe (Chief Academic Negotiator). Mr. Renaud congratulated and welcomed all appointees.

7.4 Chief Financial Officer

Mr. English waived his report.

8. Correspondence

Mr. Renaud read the letter addressed by CUFA President Lucie Lequin to the Board of Governors in which she relates CUFA Executive's strong disappointment with the Senior Salaries Policy adopted by the Board at its November meeting.

9. Any other business

There was no other business to report.

10. Date of next meeting

Mr. Renaud reminded Governors that the next regular meeting of the Board would be held at 8:00 a.m., on Wednesday, February 21, 2001, in Room GM-407-1.

13. Adjournment

The Open Session adjourned at 9:30 a.m.

Submitted by Danielle Tessier, Secretary of the Board of Governors and Senate, for approval by the Board at its meeting of February 21, 2001